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MONTHLY BILLING PROCEDURES





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THINGS TO REMEMBER ABOUT FEMA BILLS



- MSC/Districts are responsible for Reviewing bills to ensure that bills are documented with pertinent information.
- USACE Finance Center will mail Bill and Customer Order Detailed Costs report to Supported MSC/Districts by 5th workday of each month.
- Mail bill & supporting documentation to FEMA by 10th workday of each month.
- Supported MSC/Districts are responsible for providing same documentation to FEMA on credit bills.
- Command Indicator Code (CIC) is no longer required on WI for Supporting MSC/Districts. Only Supported MSC/Districts are required to use CIC “99FEM”.



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WHAT TO MAIL?

SUPPORTED MSC/DISTRICT WILL SEND:

- DA 4445-R Bill (DEBIT AND CREDIT BILLS)
- Customer Order Detailed Cost Report
- Transmittal Form “Mission Assignment Reimbursement Request”
- Signature (EM OR F&AO)
- Property Disposition Form (if applicable)
- Supporting MSC/Districts’ Bill(s) and CO Detailed Cost Report(s)



PRINTING BILLS

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PRINTING “CO DETAILED COSTS” REPORT

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BILLING PROCEDURES

SUPPORTED MSC/DISTRICT WILL:

Print bills on 3rd workday. Mail to FEMA by the 10th workday.

• Review Bills For:	Example:
Mission Assignment Number	1464DR-TN-COE-MVD-01
State/Territory	TENNESSEE
Event Name	Severe Storms, Tornadoes, and Flooding
Fund Citation	2003-06-1464DR-9044-2501D
ALC (Agency Location Code)	*70-07-0002

** ALC for Disaster Relief was changed from 58-1-0020 to 70-07-0002 in FY2003 (Department of Homeland Security)*



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DOCUMENTATION

FOR DEBIT/CREDIT BILLS

SUPPORT^{ED} MSC/DISTRICT

- DA 4445-R Bill
- Customer Order Detailed Cost Report
- Transmittal Form “Mission Assignment Reimbursement Request”
- Signature (EM or F&AO)
- Supporting MSC/Districts’ bills and CO Detailed Costs Reports
- Mail bill within 10 workdays to FEMA



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WHERE TO MAIL BILLS?

Mail bills monthly by 10th workday to:

DHS/FEMA/EP&R

DISASTER FINANCE BRANCH

ATTN: OTHER FEDERAL AGENCY PAYMENTS

TEAM

POB 800

BERRYVILLE, VA 22611

Note: Only “Supported MSC/Districts” bill
directly to FEMA



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BILLING PROCEDURES:

SUPPORTING MSC/DISTRICT WILL REVIEW BILLS FOR:

Mission Assignment Number

(Program code/Event Number and

State/Territory Embedded within MA number)

Event Name (“Hurricane George”, “Hurricane
Dennis”, “Tornadoes”, etc.)

FEMA’s Fund Citation

*CIC IS NOT REQUIRED ON SUPPORTING MSC/DISTRICT’S
WORK ITEMS*



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MISSION CLOSEOUT



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MA CLOSEOUT

WHEN SHOULD CLOSEOUT BEGIN?

- Pre-declaration – *immediately after work is completed (7-day timeframe) not to exceed 45 days after projected end date cited on MA.*
- Post declaration – *immediately after work is completed not to exceed 1 year after declaration date.*



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MA CLOSEOUT

When is a Mission Assignment:

- (1) *Physically* completed?
- (2) *Fiscally* completed?



PHYSICAL COMPLETION

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*the physical (actual)
performed by commercial contractor(s) is finished*

Initiated by EM:

- EM/RM will coordinate to ensure that all costs have been recorded in CEFMS (includes cost transfers).
- Remove PR&C origination authority for related work items.
- Mark final bill and FEMA's Transmittal Form as "Final" no later than 90 days after physical completion of Mission.
- OFM/DFC will de-obligate the remaining fund balance
- within 1 year from the disaster declaration date.



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FISCAL COMPLETION



*Excess funding is returned and
outstanding accounts receivable
have been liquidated.*

Initiated by EM/RM:

- Follow-up on unpaid FEMA bills – ensure collection
- Issue government order close-out memo (appendix Q)
- RM/EM/CT must liquidate unused balances on PR&Cs & Obligations (appendix R)
- Issue memo to FEMA requesting revoking RFA. See appendix U.
- Remove excess funds upon receipt of revoking RFA
- MSC/Districts will retain records for 6 years and 3 months after final payment



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MISCELLANEOUS



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PROBLEMS

ADDRESSED BY FEMA

SUPPORTED MSC/DISTRICT

- Bills received but no documentation attached/MA Reimbursement Request Transmittal Form
- Refund received with no other documentation
- Refund received after MA has been closed
- Debit bills received after MA has been closed
- Too many requests to re-open MA after closed



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PROBLEMS

ADDRESSED BY FEMA

SUPPORTED MSC/DISTRICT

- Adjustments to existing bills should not occur
- Bills are not being mailed to FEMA timely (by 10th workday)
- Incorrect mailing address cited on bills



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FEMA WEB SITES

<http://www.fema.gov/ofm/billinst.shtm>

[http://www.fema.gov/library/diz02.shtm#
diz](http://www.fema.gov/library/diz02.shtm#diz)

<http://www.fema.gov/pdf/ofm/transmittal.pdf>



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LITIGATION PROCEDURE

MSC/DISTRICTS

- (1) Notify FEMA's Office of the General Counsel immediately. FEMA determines if suit is eligible for reimbursement.
- (2) Furnish FEMA a copy of the complaint within 30 days of receipt and other relevant documentation:

Mail to: Associate General Counsel
Litigation Division

Federal Emergency Management Agency
500 C Street S.W. Suite 840
Washington, D.C. 20472



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LITIGATION PROCEDURE

MSC/DISTRICTS

- (3) If eligible for reimbursement, FEMA will notify the Corps and issue an Interagency Agreement (IA). FEMA FORM 40-3
- (4) MSC/Districts will then be authorized to submit bills citing IA to FEMA's Financial Acquisition Management Division:

Mail bills to: Financial Acquisition Management Division
Disaster Finance Center
FEMA
POB 800
Berryville, VA 22611
Attention: Mission Assignment Litigation Expenses



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STRUCTURE OF IA

Interagency Agreement (IA) Number

EMW-FYXX-XX-1234

EM	Represents a FEMA Document
W	Represents the originating FEMA organization element location (Example: W=Washington, DC, FEMA HQ; F=San Francisco, CA, Region IX)
YEAR	Represents the 4 digit FY “2003”
XXXX	Represents the obligating document type number (such as “IA” =Interagency Agreements; “SA”= Simplified Acquisition)
1234	Represents the 4-digit sequential serial number within the document type



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OTHER WORK FOR FEMA

**for other work (non-disaster related) refer to
SOP UFC-09 Revised 7 April 2003**

Fund Code	Other Work:
03	FIS - Flood Insurance Study
48	FISR- Flood Insurance Restudies
03	LMMP - Limited Map Maintenance
Program	
05	CAP - Community Assistance
Program	
05	HES - Hurricane Evacuation
Studies	
	etc.



FUND CODES

<u>FUND CODES</u>	<u>FUND TITLE</u>
03	Emergency Management Planning and Assistance (EMPA)
05	National Flood Insurance Fund
06	Disaster Relief Fund 2003-06-1464DR-9044-2501-D
27	Working Capital Fund
44	Flood Map Modernization Fund (General)
48	Flood Map Modernization Fund (Revolving)



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POINTS OF CONTACT

DISASTER BILLS POC

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Non-DISASTER BILLS POC's

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OUTSTANDING BILLS AS OF 30 MAY 2003

DISASTER RELIEF

\$19, 287,791.23 @ 149 Bills
(57% delinquent - \$11,005,141.85)

NON-DISASTER

\$3,837,779.63 @ 173 Bills
(10% delinquent - \$352,994.11)



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Questions...?